

Position Title	Arborist Assistant
Department	City Assets
Unit	Open Space & Buildings Operations
Team	Parks and Gardens
Supervises	Nil
Reports To	Team Leader Parks and Gardens
Grade	C
Date Prepared	31/01/2025
Date Last Updated	31/05/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

To work as part of a small team of staff in the maintenance of Council's public tree assets.

Accountabilities

- Maintenance of street, parks and council property trees in accordance with service requirements and agreements.
- Undertake risk and hazard assessments of all areas under the position holder's control and where necessary take corrective action
- Provide assistance and advice to management, staff, customers and the community when necessary
- Ensure all works under the supervision holders control are completed within timeframes
- Finalise completion of works request as allocated
- Identify and report landscape deficiencies especially in the area of public tree maintenance
- Ensure all jobs comply with relevant acts and standards
- Operate minor plant items/hand tools as required
- Control traffic through worksites as required
- Operate hand held electronic devices for the collection and processing of information
- Report equipment faults and failures
- Other duties as required from time to time, as directed, within the skills and competencies obtained

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Labourer/ Operator		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Intermediate
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Relationships		
Customer and Community Focus	Foundational	<ul style="list-style-type: none"> Shows awareness that he/she is working for the community Shows respect, courtesy and fairness when interacting with customers and members of the community Listens and asks questions to understand customer/ community needs Informs customers of progress and checks their needs are being met
Personal Character		
Safety and Accountability	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level
Results		
Deliver Results	Intermediate	<ul style="list-style-type: none"> Takes the initiative to progress own and teamwork tasks Contributes to the allocation of responsibilities and resources to achieve team/project goals Consistently delivers high quality work with minimal supervision Consistently delivers key work outputs on time and on budget
Personal Character		
Safety and Accountability	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions

- Understands delegations and acts within authority level
- Is vigilant about the use of safe work practices by self and others
- Is alert to risks in the workplace and raises them to the appropriate level

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Chainsaw Certificate Level 1 (trim and cross cut felled trees) or equivalent
- RMS Traffic Control Certificate 'Traffic controller' or equivalent
- Class C Drivers License

Essential Experience

- Experience in tree maintenance or similar field
- Skills and experience necessary to fulfil the role, responsibilities, duties and competency requirements of the position

Desirable Qualifications and or Experience

- Safe Work Near Overhead Powerlines certificate or equivalent
- Chainsaw Certificate Level 2 (Basic) or equivalent
- Relevant Tertiary Qualifications in Arboriculture or similar field
- Current MR Drivers license

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>